CHAPTER 7 – WRS ACCOUNT UPDATE – TERMINATIONS/CURRENT YEAR CORRECTIONS

700   Introduction

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's terminations and current year correction transactions allow for periodic online transmission of termination information, leave of absence reporting and any subsequent corrections to previously submitted, current year terminations and leave information for WRS covered employees in addition to the WRS enrollment and enrollment update transactions discussed in Chapter 6.

701   Log On Instructions

Once you have accessed the Extranet site as instructed in Chapter 2,

1. Select the WRS Account Update Application.
2. Key Logon ID, tab to Password field, key your Password
3. Select OK
4. Enter your 7 digit Employer Identification Number (e.g. 1234000)
5. Select Submit.

702   Termination – Employment or Retirement – P001

1. Select transaction "P001 – Termination – Employment or Retirement" form the main menu.
2. Key the *__Report Date__* for the transaction.
3. Tab to the *__Social Security Number__* field and key the employee's Social Security Number with out using dashes.
4. Tab to the *__First Name__* field and key the employee's first name.
5. Tab to the *__Middle Initial__* field and key the employee's middle initial, (if applicable).
6. Tab to the *__Last Name__* field and key the employee' last name.
7. Tab to the *__Address__* field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to *__Action/Termination Date__* and key employee's termination date.
9. Tab to *__Last Earnings Date__* and key employee's last earnings date if applicable.
10. Tab to the *__Employment Category__* field and select the employee's correct employment category.
11. Complete *__Hours and Earnings__* fields:
    a. *__January to June__* – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. *__Calendar Year to Date__* - Complete for all employment categories.
12. Complete *__Deducted from Employee__* fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the *__Additional Contribution__* fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

    __Note:__ Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the *__Submit__* button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select on ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

703   Termination – Not Eligible – P003

1. Select transaction "P003 – Termination – Not Eligible" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Action/Termination Date*** and key employee's termination date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Select the ***Submit*** button at the bottom of the screen.
10. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
11. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

704   Termination – Non Work-Related Illness/Injury – P004

1. Select transaction "P004 – Termination – Non Work-Related Illness/Injury" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to ***Action/Termination Date*** and key employee's termination date.
9. Tab to ***Last Earnings Date*** and key employee's last earnings date.
10. Tab to the ***Employment Category*** field and select the employee's correct employment category.
11. Complete ***Hours and Earnings*** fields:

a. *January to June* – Complete only for employment categories 05, 07, 08, 10, 11 or (Note: may never be greater than calendar year to date figures.)
b. *Calendar Year to Date* - Complete for all employment categories.
12. Complete *Deducted from Employee* fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
   a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
   b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the *Additional Contribution* fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
   a. **Employee Paid** – Additional Contributions paid by the employee post tax.
   b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
   c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the *Submit* button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the *Confirm* button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

705   Termination – Dismissal – P005

1. Select transaction "P005 – Termination – Dismissal" from the main menu.
2. Key the *Report Date* for the transaction.
3. Tab to the *Social Security Number* field and key the employee's Social Security Number with out using dashes.
4. Tab to the *First Name* field and key the employee's first name.
5. Tab to the *Middle Initial* field and key the employee's middle initial, (if applicable).
6. Tab to the *Last Name* field and key the employee' last name.
7. Tab to the *Address* field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to *Action/Termination Date* and key employee's termination date.
9. Tab to *Last Earnings Date* and key employee's last earnings date if applicable.

10. Tab to the ***Employment Category*** field and select the employee's correct employment category.
11. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

706   Termination – Death – P006

1. Select transaction "P006 – Termination – Death" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Action/Termination Date*** and key employee's date of death.
8. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.

9. Tab to the ***Employment Category*** field and select the employee's correct employment category.
10. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
11. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the ***Submit*** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

707   Termination – Waived Part-Time Elected Service – P007

1. Select transaction "P007 – Termination – Waived Part-Time Elected Service" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.

7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to ***Action/Termination Date*** and key employee's termination date.
9. Tab to the ***Employment Category*** field and ensure that category 09 Local Elected Official is selected.
10. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
11. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the ***Submit*** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

708   Termination – Work-Related Illness/Injury – P008

1. Select transaction "P008 – Termination – Work-Related Illness/Injury" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.

4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to the ***Address*** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to ***Action/Termination Date*** and key employee's termination date.
9. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.
10. Tab to the ***Employment Category*** field and select the employee's correct employment category.
11. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

709   Employment Category Change with Money – P010

1. Select transaction "P010 – Employment Category Change with Money" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Action/Termination Date*** and key employee's termination date.
8. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.
9. Tab to the ***Old Employment Category*** field and select the employee's previous employment category.
10. Tab to the ***New Employment Category*** field and select the employee's new employment category.
11. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

710 LOA – Military Union Leave - P050

1. Select transaction "P050 – LOA – Military Union Leave" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Last Earnings Date*** and key employee's last earnings date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
   a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
   b. ***Calendar Year to Date*** - Complete for all employment categories.
10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

711   LOA – Unpaid Leave of Absence – P051

1.   Select "P051 – LOA – Unpaid Leave of Absence" from the main menu.
2.   Key the ***Report Date*** for the transaction.
3.   Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4.   Tab to the ***First Name*** field and key the employee's first name.
5.   Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6.   Tab to the ***Last Name*** field and key the employee' last name.
7.   Tab to ***Last Earnings Date*** and key employee's last earnings date.
8.   Tab to the ***Employment Category*** field and select the employee's correct employment category.
9.   Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
     a.   ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
     b.   ***Calendar Year to Date*** - Complete for all employment categories.
10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
     a.   **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
     b.   **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
     a.   **Employee Paid** – Additional Contributions paid by the employee post tax.
     b.   **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
     c.   **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.

13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

712   LOA – Begin Layoff – P053

1. Select "P053 – LOA – Begin Layoff" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Last Earnings Date*** and key employee's last earnings date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
   a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
   b. ***Calendar Year to Date*** - Complete for all employment categories.
10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

713   LOA – Non Work-Related Illness/Injury – P054

1. Select "P054 – LOA – Non Work-Related Illness/Injury" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Last Earnings Date*** and key employee's last earnings date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
   a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
   b. ***Calendar Year to Date*** - Complete for all employment categories.
10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

714 LOA – Work Related Illness/Injury – P058

1. Select "P058 LOA – Work Related Illness/Injury" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Last Earnings Date*** and key employee's last earnings date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
   a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
   b. ***Calendar Year to Date*** - Complete for all employment categories.
10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

715   LOA – Deemed Military Service – P059

1. Select "P059 – LOA – Deemed Military Service" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Action/Termination Date*** and key the beginning date of the leave.
8. Tab to ***Last Earnings Date*** and key the end date of the leave date.
9. Tab to the ***Employment Category*** field and select the employee's correct employment category.
10. Complete ***Hours and Earnings*** fields (note: only report hours and earnings associated with the old employment category):
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
11. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.

      c. **<u>Tax Deferred</u>** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

      <u>Note:</u> Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the **_<u>Submit</u>_** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the **_<u>Confirm</u>_** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **<u>Print</u>** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **<u>Continue</u>** button to enter another transaction or the **<u>Menu</u>** button to return to the application menu or the **<u>Layout</u>** button to end the session.

716   Correction to P001 Termination – Employment or Retirement – P081

1. Select transaction "P081 Correction to P001 Termination – Employment or Retirement" from the main menu.
2. Key the **_<u>Report Date</u>_** for the transaction.
3. Tab to the **_<u>Social Security Number</u>_** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **_<u>First Name</u>_** field and key the employee's first name.
5. Tab to the **_<u>Middle Initial</u>_** field and key the employee's middle initial, (if applicable).
6. Tab to the **_<u>Last Name</u>_** field and key the employee' last name.
7. Tab to the **_<u>Address</u>_** field and key the employee's complete address.
8. Tab to **_<u>Action/Termination Date</u>_** and key employee's termination date.
9. Tab to **_<u>Last Earnings Date</u>_** and key employee's last earnings date if applicable.
10. Tab to the **_<u>Employment Category</u>_** field and select the employee's correct employment category.

Note: For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported

11. Complete **_<u>Hours and Earnings</u>_** fields:
    a. **_<u>January to June</u>_** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. **_<u>Calendar Year to Date</u>_** - Complete for all employment categories.
12. Complete **_<u>Deducted from Employee</u>_** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **<u>Employee Required Contribution</u>** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **<u>Benefit Adjustment Contribution</u>** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the ***Submit*** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

717   Correction to P003 Termination – Not Eligible – P083

1. Select "P083 Correction to P003 Termination – Not Eligible" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to ***Action/Termination Date*** and key employee's termination date.
8. Tab to the ***Employment Category*** field and select the employee's correct employment category.
9. Select the ***Submit*** button at the bottom of the screen.
10. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
11. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

718 Correction to P004 Termination – Non Work – Related Illness/Injury – P084

1. Select "P084 Correction P004 Termination – Non Work-Related Illness/Injury" from the main menu.
2. Key the _**Report Date**_ for the transaction.
3. Tab to the _**Social Security Number**_ field and key the employee's Social Security Number with out using dashes.
4. Tab to the _**First Name**_ field and key the employee's first name.
5. Tab to the _**Middle Initial**_ field and key the employee's middle initial, (if applicable).
6. Tab to the _**Last Name**_ field and key the employee' last name.
7. Tab to the _**Address**_ field and key the employee's complete address
8. Tab to _**Action/Termination Date**_ and key employee's termination date.
9. Tab to _**Last Earnings Date**_ and key employee's last earnings date.
10. Tab to the _**Employment Category**_ field and select the employee's correct employment category.

Note: For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported

11. Complete _**Hours and Earnings**_ fields:
    a. _**January to June**_ – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. _**Calendar Year to Date**_ - Complete for all employment categories.
12. Complete _**Deducted from Employee**_ fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the _**Additional Contribution**_ fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
**Note:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the _**Submit**_ button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the _**Confirm**_ button indicating all information is correct. The transaction has been submitted to ETF.

17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

719 Correction to P005 Termination – Dismissal – P085

1. Select "P085 – Correction to P005 Termination – Dismissal" from the main menu.
2. Key the **_Report Date_** for the transaction.
3. Tab to the **_Social Security Number_** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **_First Name_** field and key the employee's first name.
5. Tab to the **_Middle Initial_** field and key the employee's middle initial, (if applicable).
6. Tab to the **_Last Name_** field and key the employee' last name.
7. Tab to the **_Address_** field and key the employee's complete address
8. Tab to **_Action/Termination Date_** and key employee's termination date.
9. Tab to **_Last Earnings Date_** and key employee's last earnings date if applicable.
10. Tab to the **_Employment Category_** field and select the employee's correct employment category.

Note: For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported
11. Complete **_Hours and Earnings_** fields:
    a. **_January to June_** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. **_Calendar Year to Date_** - Complete for all employment categories.
12. Complete **_Deducted from Employee_** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the **_Additional Contribution_** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the **_Submit_** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the **_Confirm_** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

720   Correction to P006 Termination – Death – P086

1. Select "P086 – Correction to P006 Termination – Death" from the main menu.
2. Key the **_Report Date_** for the transaction.
3. Tab to the **_Social Security Number_** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **_First Name_** field and key the employee's first name.
5. Tab to the **_Middle Initial_** field and key the employee's middle initial, (if applicable).
6. Tab to the **_Last Name_** field and key the employee' last name.
7. Tab to **_Action/Termination Date_** and key employee's date of death.
8. Tab to **_Last Earnings Date_** and key employee's last earnings date if applicable.
9. Tab to the **_Employment Category_** field and select the employee's correct employment category.

Note: For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported

10. Complete **_Hours and Earnings_** fields:
    a. **_January to June_** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. **_Calendar Year to Date_** - Complete for all employment categories.
11. Complete **_Deducted from Employee_** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the **_Additional Contribution_** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the **_Submit_** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the **_Confirm_** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

721   Correction to P007 Termination – Waived Part-Time Elected Service – P087

1. Select "P087 – Correction to P007 Termination – Waived Part-Time Elected Service" from the main menu.
2. Key the **_Report Date_** for the transaction.
3. Tab to the **_Social Security Number_** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **_First Name_** field and key the employee's first name.
5. Tab to the **_Middle Initial_** field and key the employee's middle initial, (if applicable).
6. Tab to the **_Last Name_** field and key the employee' last name.
7. Tab to the **_Address_** field and key the employee's complete address
8. Tab to **_Action/Termination Date_** and key employee's termination date.
9. Tab to the **_Employment Category_** field and ensure that category 09 Local Elected Official is selected.

Note: For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported.

10. Complete **_Hours and Earnings_** fields:
    a. **_January to June_** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. **_Calendar Year to Date_** - Complete for all employment categories.
11. Complete **_Deducted from Employee_** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the **_Additional Contribution_** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:

a. **Employee Paid** – Additional Contributions paid by the employee post tax.
b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the ***Submit*** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

722   Correction to P008 Termination – Work-Related Illness/Injury – P088

1. Select "P088 – Correction to P008 Termination – Work-Related Illness/Injury" from the main menu.
2. Key the ***Report Date*** for the transaction.
3. Tab to the ***Social Security Number*** field and key the employee's Social Security Number with out using dashes.
4. Tab to the ***First Name*** field and key the employee's first name.
5. Tab to the ***Middle Initial*** field and key the employee's middle initial, (if applicable).
6. Tab to the ***Last Name*** field and key the employee' last name.
7. Tab to the ***Address*** field and key the employee's complete address
8. Tab to ***Action/Termination Date*** and key employee's termination date.
9. Tab to ***Last Earnings Date*** and key employee's last earnings date if applicable.
10. Tab to the ***Employment Category*** field and select the employee's correct employment category.

Note: For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported.

11. Complete ***Hours and Earnings*** fields:
    a. ***January to June*** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. ***Calendar Year to Date*** - Complete for all employment categories.
12. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

13. Complete the **_Additional Contribution_** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the **_Submit_** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the **_Confirm_** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

723   Correction to P054 or P058 Leave of Absence – P089

1. Select "P089 – Correction to P054 or P058 Leave of Absence" from the main menu.
2. Key the **_Report Date_** for the transaction.
3. Tab to the **_Social Security Number_** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **_First Name_** field and key the employee's first name.
5. Tab to the **_Middle Initial_** field and key the employee's middle initial, (if applicable).
6. Tab to the **_Last Name_** field and key the employee' last name.
7. Tab to **_Last Earnings Date_** and key employee's last earnings date.
8. Tab to the **_Employment Category_** field and select the employee's correct employment category.

Note: For step 9,10, and 11 only report the difference to be added or subtracted from what has already been reported.

9. Complete **_Hours and Earnings_** fields (note: only report hours and earnings associated with the old employment category):
    a. **_January to June_** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    b. **_Calendar Year to Date_** - Complete for all employment categories.

10. Complete ***Deducted from Employee*** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    a. **Employee Required Contribution** – Can not exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    b. **Benefit Adjustment Contribution** – Can not exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
11. Complete the ***Additional Contribution*** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Fixed annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

Note: Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

12. Select the ***Submit*** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the ***Confirm*** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.